

Civil Operations/Court Security

Mission:

Civil Operations is responsible for serving civil process warrants and jury notices for jury trials. Court Security is responsible for maintaining security of the York/Poquoson Courthouse.

Goals:

- To serve civil processes on a timely basis.
- To serve jury notices on a timely basis.
- To aid the road deputies in traffic control, funeral traffic, and general back up.
- To provide Court security to the Circuit Court, General District Court, and Juvenile and Domestic Relations District Court.
- To provide security to the main entrance of the Courthouse.
- To staff the control room in the basement of the Courthouse.
- To provide security for inmates awaiting trial, as well as, subjects committed to jail by the Courts. This security will entail initial searching of male and female inmates and juveniles.
- To process sentenced felons and misdemeanors that are not committed to the regional jail, by fingerprinting and photographing.
- To process all juveniles through fingerprinting and photographing.

Implementation Strategies for FY2005:

- To maintain and improve the knowledge of civil procedure law for each civil deputy.
- To maintain and improve security of the Courthouse.
- To provide the manpower to transportation of incarcerated individuals by purchasing a Transport Van (Currently transports are done by Patrol personnel).

Budget Issues:

- In FY2001, additional funding was provided for new radio equipment for a replacement vehicle and additional radios for security staff. Two part-time positions were combined to create one full-time court security position.
- For FY2005, increases reflect funding for physicals, x-ray machine maintenance, and vehicle maintenance.

General Fund Expenditures	FY2001 Actual Expenditures	FY2002 Actual Expenditures	FY2003 Actual Expenditures	FY2004 Original Budget	FY2004 Expected Appropriations	FY2005 Adopted Budget
30314 Civil Operations/Court Security						
Personnel Services	783,477	831,394	904,173	953,403	953,403	1,070,234
Contractual Services	1,650	1,750	4,418	5,800	5,800	10,680
Internal Services	28,045	36,150	31,707	37,400	37,400	41,280
Other Charges	2,343	2,208	3,102	3,300	3,300	3,800
Materials & Supplies	2,919	6,100	5,985	7,500	7,500	5,700
Leases & Rentals	1,380	1,380	1,380	1,400	1,400	1,400
Capital Outlay	-	1,198	-	-	-	-
Activity Total	<u>819,814</u>	<u>880,180</u>	<u>950,765</u>	<u>1,008,803</u>	<u>1,008,803</u>	<u>1,133,094</u>
Percentage Change	7.44%	7.36%	8.02%	6.10%	N/A	12.32%

FTE's

Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	-	-	-	-	-	-
Admin/Clerical	1.00	1.00	1.00	1.00	1.00	1.00
Specialized Safety	<u>16.50</u>	<u>16.50</u>	<u>16.50</u>	<u>16.50</u>	<u>16.50</u>	<u>16.50</u>
Total	<u>18.50</u>	<u>18.50</u>	<u>18.50</u>	<u>18.50</u>	<u>18.50</u>	<u>18.50</u>

